



DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT



ANNOUNCEMENT NUMBER: 12-05-096	OPENING DATE: 12-13-05	CLOSING DATE: 01-04-06	OPEN TO ALL APPLICANTS
POSITION: Human Resources Staff Assistant JS-203-10	TYPE OF APPOINTMENT: Career Service	Salary Range: \$47,755 -\$62,086 DC Courts non-judicial employees receive federal retirement and benefits.	
DIVISION: Human Resources	LOCATION: 616 H Street, NW.	TOUR OF DUTY: 8:30 - 5:00	

BRIEF DESCRIPTION OF DUTIES: Provides assistance in the areas of staffing/recruitment, benefits, performance management, and employee relations. Analyzes data and prepares reports on a variety of HR topics. Provides recommendations for operational improvements as needed. Provides administrative support to division director on special projects, including development of spreadsheets, memoranda, and reports to higher-level officials. Provides administrative support to Human Resources Specialists in the development and presentation of personnel related training courses. Operates personal computer using Word, Excel and other software to type correspondence and other documents, enter and retrieve data, and prepare reports. Composes correspondence and reviews outgoing documents for appropriate format, grammatical and spelling accuracy, conformance with published directives, and proper concurrence and clearance. Provides information and assistance regarding procedures or other personnel services to court staff, judicial officers, attorneys, other governmental agencies, and the public. Assists divisional operations by preparing time-and-attendance records and other personnel documents. Enters data into Pegasys financial system and monitors office requests for supplies and equipment using the Courts' credit card. Enters time and attendance information into ETAMS electronic monitoring system. Completes background clearances on all applicants selected for employment. Maintains confidentiality and security of documents and information, including judges' official personnel folders.

MINIMUM QUALIFICATIONS: Six (6) years of general administrative experience, preferably including at least two years in a human resources or personnel management environment. Education past the high school level, e.g. general college courses or human resources training, may substitute for general experience, on a year-to-year basis. If education is substituted for experience, proof of education must be submitted. Please submit a copy of your most recent performance evaluation, if available, with your application.

SUPPLEMENTAL RANKING FACTORS: The following factors will be used to rate your qualifications for the position. Describe experience, education or training which indicates your level of qualification for each factor. **Failure to respond to the ranking factors will disqualify you from further consideration.**

1. Ability to proof, edit, and prepare a wide variety of documents, such as policies, pamphlets, brochures, memoranda, charts, reports, etc using correct formatting.
2. Ability to conduct research and analyses, produce written reports, and make presentations to meet deadlines.
3. Ability to work independently to complete tasks competently and effectively with a minimal amount of supervision.
4. Ability to use a personal computer and Windows-based office software, such as Word, Excel and PowerPoint..
5. Experience in taking initiative to solve problems and find solutions to complex issues.

SELECTION PROCESS: Candidates who meet the minimum qualifications will be tested on Language Arts (grammar, spelling, punctuation, abbreviations, capitalization, possessives, number usage) and Records Management (alphabetic and numeric filing). A structured oral interview may be required of the highest qualified candidates.

Submit Court application and Ranking Factors to:

D.C. Courts, Human Resources Division, 500 Indiana Avenue NW, Washington, DC 20001-2131

For more information, call 202-879-0496, FAX 202-879-4212, or visit our website at www.dccourts.gov

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.